

Individual Permit (IP) Wetland Mitigation Applicant Process

There are two mechanisms for meeting the requirement for mitigation in Wetland Individual Permit: 1) Purchasing credits from an approved mitigation bank and 2) conducting permittee-responsible mitigation. This document is aimed at helping the applicant understand the process of these mechanisms.

Mitigation Bank Credit Purchase Process Steps

- 1) Submit a Draft Mitigation Summary Sheet to DNR Water Management Specialist (WMS) before the pre-application meeting.
- 2) Include the Mitigation Summary Sheet in the IP application. Propose the number of credits, type of credits (based on the plant community type impacted), and the name of the Bank you intend to purchase credits from.
- 3) Wait for the DNR Mitigation Coordinator's (MC) letter that states that the proposed mitigation is acceptable. The letter will indicate the number and type of credits to purchase and the approved bank to purchase credits from. You will then need to make the purchase. Submit a copy of the signed Affidavit of Bank Credit Purchase to the MC at:
WI DNR Wetland Mitigation Coordinator WT/4
P.O. Box 7921
Madison, WI 53707-7921
- 4) Once the Department has received the affidavit, the WMS will send you a letter regarding the approval of your permit.

Permittee-Responsible Mitigation Process Steps

- 1) Submit a Draft Mitigation Summary Sheet to WMS before pre-application meeting.
- 2) Include the Mitigation Summary Sheet and Compensation Site Plan (CSP) in the IP application.
- 3) Wait for a DNR letter that states if the proposed CSP is acceptable. This letter will indicate if you shall proceed with having the construction-period and post-construction financial assurance and the conservation instrument, signed and notarized.
- 4) Submit the duplicates of the financial assurances and the conservation instrument for DNR signature to the address as listed above.
- 5) The MC will send 1 duplicate of the final document to you and keep the other for filing.
- 6) The WMS will send you a letter regarding the approval of your permit. After the IP has been granted, proceed with the construction of the mitigation site as described in the CSP. When construction is complete, submit an as-built plan to the MC.
- 7) The construction-period financial assurances shall be released to you when the MC has approved the as-built plan and conducted an on-site review.
- 8) You will be required to monitor and manage the mitigation site for the agreed-upon number of years (generally 5 to 10 years). Monitoring reports shall be submitted annually to the MC or as frequently as agreed-upon in the DNR-approved CSP.
- 9) Provide the final monitoring report to the MC when all of the performance standards have been met (as defined in the CSP).
- 10) The post-construction financial assurances shall be released to you when the MC has approved the final monitoring report, conducted an on-site review, and determined that all performance standards have been met. The MC will send you a letter indicating that you have completed the requirement for mitigation.